

Administrative Assistant/Receptionist for the Town of Crested Butte. Responsible for management of the front office, reception for all Town offices, assist the Finance Dept. with daily cash receipting, assist the Town Clerk with various record management tasks. Strong organizational skill and ability to multi-task is essential. Full time position with benefits. Apply at Town Hall, 507 Maroon Ave, Crested Butte or call 349-5338. EOE